

# Career Keys

## Registration Form

- All classes are held on Fridays from 8:00a.m.-12:00p.m.
- Fee for one class: \$50.00; Fee for two classes: \$85.00
- Classes are located at :



Washington Women's Employment & Education  
3516 S. 47th St., Suite 205  
Tacoma, WA 98409

### To Register:

Complete this form, and either fill out the *credit card information*, or enclose your check or money order, and mail to:

**WWEE CareerKeys, 3516 South 47th St., Ste. 205, Tacoma, WA 98409.**

**If you have any questions, or if you prefer to register by phone, please contact WWEE at (253) 474-9933.**

### Please Note:

If you must withdraw from a class for any reason, you must notify WWEE 2 business days prior to class in order to receive a refund. If you are unable to provide advanced notice, you can retake the class on a space available basis for an administrative fee of \$15.00.

- If you are unable to pay the class fee, please contact WWEE at (253) 474-9933 to learn about our sliding scale.

## January—July 2010 Class Schedule

Please check the box next to the classes you are paying for:

### Level I & Level II Sessions Available:

#### Word:

*Level I*

January 8

March 19

May 7

*Level II*

January 15

March 26

May 14

#### Excel:

*Level I*

January 22

April 2

May 28

*Level II*

January 29

April 9

June 4

#### Access:

*Level I*

February 12

April 23

*Level II*

February 19

April 30

### One Session Classes Available:

#### PowerPoint:

February 26

June 11

#### Outlook:

March 5

June 18

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-mail Address \_\_\_\_\_

How did you hear about WWEE? \_\_\_\_\_

### Method of Payment:

Check

Money Order

Visa

MasterCard

American Express

Discover

\$ \_\_\_\_\_

Payment Amount      Credit card #

Expiration Date

Print Name (as it appears on card) \_\_\_\_\_

Signature \_\_\_\_\_

